

**Appendix C**  
**Request for Proposal (RFP) Grant Application**

**(ABRIDGED VERSION)**

**CALIFORNIA'S ACCESS TO VISITATION  
GRANT PROGRAM FOR ENHANCING  
RESPONSIBILITY AND OPPORTUNITY FOR  
NONRESIDENTIAL PARENTS**

**REQUEST FOR PROPOSALS  
and GRANT APPLICATION**

Personal Responsibility and Work Opportunity  
Reconciliation Act of 1996  
(Pub. L. 104-193)  
Title III, Subtitle I, Section 469B  
of the Social Security Act

RFP CFCC—Fiscal Years 2003–2004 and 2004–2005  
**Letter of Intent Deadline: Monday, May 26, 2003**  
**Grant Application Deadline: Friday, June 27, 2003**  
Judicial Council of California  
Administrative Office of the Courts  
Center for Families, Children & the Courts

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## INTRODUCTION

The Judicial Council is charged with administering and distributing the federal Child Access to Visitation Grant Program funds from the U.S. Department of Health and Human Services, Administration of Children and Families, Office of Child Support Enforcement. These grants, established under section 391 of the Personal Responsibility and Work Opportunity Reconciliation Act (“welfare reform”) of 1996 (Pub. L. 104–193, 110 Stat. 2258)—also known as title III, subtitle I (Enhancing Responsibility and Opportunity for Nonresidential Parents), Section 469B of the Social Security Act—enable states to establish and administer programs that support and facilitate noncustodial parents’ access to and visitation of their children.

Assembly Bill 673 (Stats. 1999, ch. 1004) expressed the Legislature’s intent that funding for the state of California be limited to three types of programs: supervised visitation and exchange services, education about protecting children during family disruption, and group counseling services for parents and children.

### **Important Information**

The enclosed request for proposals and grant application outline the guidelines, requirements, and application process for responding to this RFP. Applicants should carefully review the eligibility criteria, program funding, and grant award amounts. The preference for this two-year-grant cycle is to fund existing programs and multicourt collaborations.

### **Letter of Intent**

Each lead or administering court planning to submit a proposal in response to this RFP must submit a letter of intent (see Appendix I) by **Monday, May 26, 2003**. The letter must be sent by e-mail (Word document format) or by fax to Shelly Danridge, Access to Visitation Grant Coordinator, at 415-865-7217. The original letter must be included in the grant application.

### **Grant Application Deadline**

All applications must be received by the AOC by **Friday, June 27, 2003, by 5 p.m.** See the enclosed grant application for instructions on submission of proposals.

### **Applicants’ Workshops**

The Judicial Council will provide two applicants’ workshops for superior courts intending to apply for the grant funding. See the enclosed flyer for information regarding times, dates, and locations.

### **Grant Award Period**

The funding for this grant application will be for two years. The standard contract agreement will be for one year, **subject to renewal** for the second year, based upon the grant recipient’s annual program evaluation report.

### **Uniform Standards of Practice for Providers of Supervised Visitation**

A copy of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in section 26.2 of the California Standards of Judicial Administration may be downloaded at [www.courtinfo.ca.gov/rules/appendix/divistandard-69.htm#](http://www.courtinfo.ca.gov/rules/appendix/divistandard-69.htm#).

## **1.0 GENERAL INFORMATION**

The goal of the federal Child Access and Visitation Grant Program is to remove the barriers to and increase the opportunities for biological parents who are not living in the same household as their children to become actively involved in their children's lives. To this end, the goals of California's Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for Nonresidential Parents (hereinafter called the Access to Visitation Grant Program) are to enable parents and children to participate in supervised visitation, education, and group counseling programs—irrespective of marital status and whether or not the parties are currently living separately on a permanent or temporary basis—and to promote and encourage healthy relationships between noncustodial or joint custodial parents and their children while ensuring the health, safety, and welfare of the child.

### **1.1 Judicial Council and the Center for Families, Children & the Courts**

The Judicial Council of California, chaired by the Chief Justice of California, is the policymaking body for the California court system. The Administrative Office of the Courts (AOC), the staff agency for the council, assists both the council and its chair in performing their duties. The Center for Families, Children & the Courts (CFCC), a division of the AOC, is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. The Administrative Office of the Courts' CFCC staff has the primary responsibility for administering the grant program.

### **1.2 Availability of Funds**

The Judicial Council of California, Administrative Office of the Courts, Center for Families, Children & the Courts, announces the availability of federal grant funds for the Access to Visitation Grant Program. Subject to the availability of federal funding, approximately \$780,000 statewide will be awarded (per year) to the superior courts for fiscal years 2003–2004 and 2004–2005. However, the state contract agreement will be for one year **subject to renewal** for the second year. Renewal will be conditioned upon an annual program evaluation report.

### **1.3 Grant Eligibility**

All family courts throughout California are eligible to apply for and receive the Access to Visitation Grant funds, which are 100 percent federal funds. The family law divisions of the superior courts will administer the programs. Program administrators should collaborate with other county courts, with one court acting as a lead agency or an administering court.

**For fiscal years 2003–2004 and 2004–2005, the Access to Visitation Grant funding preference will be given to existing programs<sup>1</sup> and multicourt county collaborations.**

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<sup>1</sup> Existing programs are courts or programs that received funding from the Access to Visitation Grant Program for fiscal year 2002–2003. An existing program must propose the same administration and operation of as for the program funded in fiscal year 2002–2003. Grant recipients that make changes or modifications to any component of program service delivery (such as adding a new priority service area or a new court/county collaboration partner) will be considered a new program and not an existing program.

Contract agreements will be made only with the designated administering court. Any other agencies desiring to participate must do so as part of that court's Access to Visitation Grant application.

#### **1.4 Program Funding/Grant Award Period**

Funds for the Access to Visitation Grant Program are limited. Each year, the amount of funds requested far exceeds the amount available to award. Because of the high demand for the types of services funded under this grant program and the number of anticipated grant proposals, some applicants may not receive funding. **The Judicial Council determines the final number and amounts of grant awards.**

##### **Grant period**

The period for this grant will be for multiyear funding. The first-year grant period will begin on October 1, 2003, and end on September 30, 2004. The continuation of funding for fiscal year 2004–2005, which will begin on October 1, 2004, and end on September 30, 2005, will be subject to renewal conditioned upon the grant recipient's performance, the annual evaluation report, and receipt of federal funds.<sup>2</sup>

##### **Grant award amounts**

For fiscal years 2003–2004 and 2004–2005, subject to the availability of funding, the funding allocation will be based on county population size. The following are the maximum grant amounts that courts may apply for:

- ❑ \$45,000 for counties or collaboratives in which the population is less than 250,000;
- ❑ \$60,00 for counties or collaboratives in which the population is over 250,000 but less than 1 million;
- ❑ \$100,000 for counties or collaboratives in which the population is over 1 million; and
- ❑ A new program<sup>3</sup> may apply for the maximum amount within the county or collaboration population category size.

The actual number of grants awarded may vary based on the range and quality of responsiveness to this request for proposals, the need to ensure geographic location of services, the evaluation results from the Selection Review Committee, and the Judicial

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<sup>2</sup> Continuation of funding for grant recipients for fiscal year 2004–2005 will be based on (1) court site visit reports; (2) compliance with Family Code section 3202(a); (3) financial performance (i.e., timely invoicing, statistical data reports); (4) program evaluation performance; and (5) overall compliance with state and federal grant requirements per the state contract agreement.

<sup>3</sup> A new program is defined as a court program that has never received funding from the Access to Visitation Grant Program or a previously de-funded program. Multicourt collaborations that break up or form new court/county collaborations or add new program services are considered new programs.

Council's final review of recommendations. **However, it is anticipated that only one or two qualified new programs will be awarded funding.**

Courts are encouraged to apply for only the amount needed to implement their proposed programs. The total available funds will not necessarily be divided equally, nor will selected applicants be guaranteed the entire amount requested.

Funding reduction adjustments will also be made for proposals requesting budget items that are not allowable under the regulations governing the program.

#### **Matching requirement**

Programs will be required to provide 20 percent (nonfederal) matching funds.

#### **Midyear reallocation**

A midyear reallocation<sup>4</sup> will be conducted each fiscal year, and funds may be redistributed among grantees in order to ensure that all available funds are used.

#### **Reimbursement-based funding**

Grant funds will be disbursed on a monthly basis and only upon receipt of monthly statistical data and financial reports with necessary invoices. Only expenses incurred during the contractual funding grant cycle will be considered reimbursable.

### **1.5 Grant Topics**

The grant funds are intended to be used to enable parents and children to participate in supervised visitation and exchange services with a custodial party, a noncustodial party, or joint custodians and to participate in education and group counseling programs, irrespective of whether the parties are or are not married to each other or are currently living apart on a permanent or temporary basis.

Pursuant to Family Code section 3201(b), education about protecting children during family disruption includes education on parenting skills and the impact of parental conflict on children, how to put a parenting agreement into effect, and the responsibility of both parents to comply with custody and visitation orders.

### **1.6 Eligibility of Recipients of Services**

The recipients of the proposed services should be separated, separating, divorced, or unmarried parents and their children who are involved in custody and visitation proceedings under the Family Code. The services may be offered prior to a court hearing, during the court process, and/or post decree and can be primarily preventive or

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<sup>4</sup> The program manager will review the spending patterns of the court and subcontractors for expenditures reimbursable under the grant. This will include a review of invoices received. Grant recipients will receive a midyear reallocation questionnaire in February of each fiscal year to assist in evaluating and projecting the program's funding needs and to determine whether courts will use their full allocations. The ability of the AOC to allocate additional funds is dependent upon the court's spending pattern and the return of funds by counties/collaboratives who do not anticipate using their full allocations.

designed as interventions. Funds for this grant may not be used to provide services in dependency cases or as part of any dependency proceedings.

### **1.7 Letters of Commitment**

Every applicant must provide a letter of commitment from each of the subcontracting agencies for the proposed program. The letter of commitment must be on the letterhead of the subcontracting agency, must be signed by the executive officer or director *and* the executive officer or presiding judge or family law judge of the court acting as the lead agency or an administering court, and must:

- ❑ Identify the partners and describe the collaborative relationship among those partners;
- ❑ Describe in detail the roles and responsibilities of each partner agency or organization; and
- ❑ Demonstrate a commitment and intention on the part of all partners to collaborate and work toward achieving program goals and objectives.

### **1.8 Letter of No Supplantation**

Applicants must submit a letter certifying that no supplantation of nonfederal, state, or county funds will take place if grant funds are awarded. Grant funds may not be used to supplant the existing salary base for *any* current staff within your court system (including from the trial court budget, the AOC, judges, clerical support staff, or other funders) for an ongoing position or program. The letter must be on the court's letterhead and must be signed by the executive officer or presiding judge or family law judge of the court acting as the lead agency or an administering court.

### **1.9 Applicants' Workshops**

The Judicial Council will provide two applicants' workshops for superior courts intending to apply for fiscal years 2003–2004 and 2004–2005 grant funding. The purpose of the workshops is to explain the application process to prospective applicants. **Staff from the applicant court and/or the project director for the program are required to attend the workshop either in person or via teleconference (see enclosed flyer).** Nonprofit agencies and subcontractors for collaborative courts are also encouraged to attend either in person or via teleconference.

The first applicants' workshop is scheduled for Tuesday, May 20, 2003, in Burbank at the Administrative Office of the Courts' Southern Regional Office from 10 a.m. to 1 p.m. The second applicants' workshop is scheduled for Thursday, May 22, 2003, in San Francisco at the Administrative Office of the Courts from 10 a.m. to 1 p.m. Persons participating via teleconference must call 1-866-223-4039 (Burbank office) or (1-888-318-9100 (AOC SF office)) or in San Francisco, 415-355-5489.

## 1.10 Timeline

May 13, 2003	Release of RFP and grant application
May 20, 2003	Applicants' workshop in Burbank at the Administrative Office of the Courts Southern Regional Office, 10 a.m. to 1 p.m.
May 22, 2003	Applicants' workshop in San Francisco at the AOC, 10 a.m. to 1 p.m.
May 26, 2003	<b>Letter of Intent due by 5 p.m.</b>
June 27, 2003	<b>Proposals/grant applications due by 5 p.m.</b>
July 11 or 14, 2003	Selection Review Committee (SRC) meeting—the SRC evaluates, scores, and ranks the proposals and makes funding recommendations to the Judicial Council's Executive and Planning Committee
July 23, 2003	Final report pertaining to grant award recommendations due to the Executive and Planning Committee
August 5, 2003	Executive and Planning Committee meeting—the committee reviews SRC funding recommendations and grants awards. <b>The council's Executive and Planning Committee makes the final funding decision.</b>
August 15, 2003	Notification of grant awards
September 15 or 16, 2003	Mandatory data collection training for grant recipients
October 1, 2003	First-year grant period begins

## 2.0 GENERAL TERMS AND CONDITIONS

### 2.1 Grant Compliance Requirements

Applicants awarded grant funding must meet all federal and state grant requirements and adhere to the terms and conditions of the standard contract agreement to receive Access to Visitation Grant funds. **The Judicial Council will not award grant funding to programs that do not meet grant compliance requirements.**

All supervised visitation and exchange programs receiving Access to Visitation Grant funds must comply with all requirements of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in section 26.2 of the California Standards of Judicial Administration, as amended.

Upon execution of the grant award, the court must submit to the program manager copies of memoranda of understanding or contracts between the applicant court and subcontractors. The Judicial Council will administer, oversee, and evaluate the programs that receive grants.



## **2.2 Technical Assistance and Training**

The AOC will provide technical assistance, such as support with standards of practice and rules of court, program development, site visits, and relevant research assistance. The program manager and project team will monitor the progress of each grant recipient. Participation in technical assistance will involve attendance at an annual orientation, conferences, trainings, meetings, or roundtable forums sponsored by the Administrative Office of the Courts' Center for Families, Children & the Courts. Applicants are required to include funds (for example, travel and per diem for meals) in the project budget to support training costs associated with these activities.

## **2.3 Statistical Reporting Requirements**

Program grantees will be required to collect data, maintain records, and submit monthly statistical reports and year-end reports as instructed in the contract agreement. Reporting information must be submitted to the Administrative Office of the Courts on a timely basis. Loss of future grant awards and/or suspension of funds may result if reports are delinquent.

**All grantees will be required to attend a data collection training, tentatively scheduled for September 15 or 16, 2003, at the Administrative Office of the Courts, on the new data reporting survey instrument that will be effective October 1, 2003.**

## **2.4 Additional Requirements**

In addition to the above requirements, grant proposals must meet the following requirements:

1. It is mandatory that the proposed programs comply with Family Code sections 3201–3204.
2. **Each court and each individual subcontractor providing supervised visitation services is required to complete the compliance statement for the Uniform Standards of Practice for Providers of Supervised Visitation** (Appendix C). Courts awarded grant funding must certify that the proposed program and subcontractor comply with the requirements set forth in Family Code section 3202.
3. If a fee for services is charged, it must be on a sliding scale. The family law division of the superior court in each county must approve a sliding fee scale that is based on the ability to pay of all parties—including low-income families who can afford to pay only a small fee or no fee at all—participating in supervised visitation and exchange, education, and group counseling programs.
4. Courts may use family court services, including the office of the family law facilitator, or may contract with nonprofit agencies and other “eligible providers” to provide or coordinate services. Eligible providers, for the purpose of receiving grant funding, are:
  - (a) Providers of **supervised visitation and exchange** services are local public agencies or nonprofit entities that satisfy the Uniform Standards of Practice for Providers of Supervised Visitation.

- (b) Providers of **group counseling** are professionals licensed to practice psychotherapy in this state—including, but not limited to, licensed psychiatrists, licensed psychologists, licensed clinical social workers, and licensed marriage and family therapists—or mental health interns working under the direct supervision of professionals licensed to practice psychotherapy.
  - (c) Providers of **education** are professionals with a bachelor's or master's degree in human behavior, child development, psychology, counseling, family-life education, or a related field—and with specific training in subjects related to child and family development, substance abuse, child abuse and neglect, child sexual abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children—or interns working under the direct supervision of such professionals.
- 5. Grantees must comply with all fiscal and administrative requirements.
  - 6. Recipients must comply with section 508 of Public Law 103-333, which requires most documents describing programs and projects funded in whole or in part with federal funds to indicate the extent to which the program or project is funded by federal funds.
  - 7. Funds awarded for these grants are not to be used for construction or for purchase of land.
  - 8. Grantees must ensure that their programs comply with Public Law 103-277, part C: Environmental Tobacco Smoke (known as the Pro-Children Act of 1994). This includes requiring that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by an entity and used routinely or regularly for the provision of health-care services, daycare, or education to children under age 18 if the services are funded by federal programs, whether directly or through state and local governments. "Federal programs" include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences or in facilities used for inpatient drug and alcohol treatment.
  - 9. All recipients of federal grants are required to comply with the nondiscrimination requirements contained in federal laws. Applicants should read the assurance forms required to be submitted with the application (as Appendix G) to understand the applicable legal and administrative requirements.

### **3.0 HOW TO APPLY**

Applicants should carefully read all instructions and complete the process described in the application. Applicants should include all of the required information listed in the RFP, including attachments. Costs for developing the proposals and attending the applicants' workshop are entirely the responsibility of the applicant.

### 3.1 Application Format

Applications must follow the specified format:

1. The application must be assembled in the order listed on the proposal/grant application checklist;
2. The application must include a one-page program abstract;
3. The proposal narrative may not exceed 14 single-spaced pages, exclusive of program abstract, charts, and budget forms and narrative;
4. Margins must be at least 1 inch, and the font size must be 12 point;
5. A table of contents must be included and identify all major sections of the proposal by page number. Pages must be consecutively numbered, including attachments;
6. The application may be stapled; and
7. The application may not be printed in color, be spiral-or tape-bound, have no tabs, or be in a binder.

### 3.2 Instructions for Submission of Proposals

Each applicant must **submit one original and two copies** of the complete proposal/grant application (that is, all hard copy, e-mail documents, and attachments) **and five copies** of the proposal narrative section only (Appendix B)<sup>5</sup> to the following address:

Judicial Council of California  
Administrative Office of the Courts  
Center for Families, Children & the Courts  
Attn: Shelly Danridge, Access to Visitation Grant Coordinator  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, California 94102-3688  
E-mail: shelly.danridge@jud.ca.gov

Applicants may submit the following documents by e-mail:

- ☐ The program abstract
- ☐ The program work plan
- ☐ The compliance statement and attachments regarding the Uniform Standards of Practice for Providers of Supervised Visitation. **Please note:** these items should be submitted in Word format.

**Proposals will not be accepted by fax.**

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<sup>5</sup> Appendix B or proposal narrative section means the inclusion of the grant application title page, table of contents; proposal/grant application cover page; and proposal written narrative.

### 3.3 Application Due Date

All applications must be received at the AOC by 5 p.m., on Friday, June 27, 2003. Applications that are late or incomplete will be disqualified and will not be reviewed. Applications sent by fax will not be accepted.

Each lead or administering court planning to submit a proposal in response to this RFP must submit a **Letter of Intent** (see Appendix I) to the AOC by 5 p.m., on Monday, May 26, 2003.

### 3.4 Additional Information

Questions regarding the application process or the grant application must be submitted in writing to Shelly Danridge, Access to Visitation Grant Coordinator, at the address in section 3.2; by fax at 415-865-7217; or by e-mail to [shelly.danridge@jud.ca.gov](mailto:shelly.danridge@jud.ca.gov). All responses to questions, including those from the applicants' workshops, will be posted on the CFCC Web site at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm).

Electronic copies of this RFP and application form are available on the CFCC Web site at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm).

## 4.0 EVALUATION AND SELECTION PROCESS

### 4.1 Review Process

The grant funds shall be awarded with the intent of approving as many requests for proposals as possible while assuring that each approved proposal would provide beneficial services and satisfy the overall goals of the program.<sup>6</sup> Special consideration will be given to proposals that coordinate supervised visitation and exchange services, education, and group counseling with existing court-and-community-based programs and services.<sup>7</sup>

### 4.2 Selection Process and Criteria

All proposals meeting the RFP requirements will be submitted for review by a Selection Review Committee. *Failure to comply with the RFP requirements may result in disqualification of the application.* The committee will evaluate and score the proposals; generate an average score, rank, and recommendation for each proposal; and make final funding recommendations. The recommendations from the committee will then be presented to the Judicial Council Executive and Planning Committee.

Applicants will be scored on a scale of 0–100 points. Proposals will be evaluated and scored on the basis of the following criteria:

1. Need for the project (10 points)
2. Availability of services to a broad population (10 points)
3. Collaboration and coordination with other community services (15 points)
4. Ability to expand and enhance existing services (15 points)

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<sup>6</sup> Fam. Code, § 3204(b)(2).

<sup>7</sup> Fam. Code, § 3204(b)(3).

5. Program service delivery (25 points)
6. Program evaluation and outcome measures (15 points)
7. Budget and budget narrative (10 points)

**An applicant will be eligible to receive an additional 10 points if the program is an existing program and an additional 5 points if it is a multicourt collaboration.**

The Selection Review Committee will score each proposal based on its overall quality and its responsiveness to each question. The committee will also consider the following values and principles in scoring each proposal: evidence of strong court and community support; promotion and encouragement of healthy parent and child relationships between noncustodial parents and their children; innovative service delivery; efficiency of use of funds (that is, funds are being spent on direct services versus administrative costs); and overall cost-effectiveness.

While no points will be awarded for these factors, the Selection Review Committee will seek to ensure:

- ❑ Diversity of geography, population, and court size; and
- ❑ Selection of applicants' with a history of sound fiscal management and program administration.

## **5.0 DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP will become the property of the Judicial Council, and any information therein may be utilized by the council and returned only at the option of the council. All proposals received will become part of the public record and may be made available to other programs and to interested parties and organizations.

# APPENDIX A

## CHECKLIST FOR PROPOSAL/GRANT APPLICATION

**Applicant Court/County:** \_\_\_\_\_

Appendix B	_____	Proposal/grant application title page
	_____	Table of contents
	_____	Proposal/grant application cover page
	_____	Proposal narrative
	_____	Proposal abstract
	_____	1. Need for the project
	_____	2. Availability of services to a broad population
	_____	3. Collaboration and coordination with other community services
	_____	4. Ability to expand and enhance existing services
	_____	5. Program service delivery
Appendix C	_____	6. Program evaluation and outcome measures
	_____	7. Budget and budget narrative
Appendix D	_____	Compliance statement regarding the Uniform Standards of Practice for Providers of Supervised Visitation
Appendix E	_____	Program work plan
Appendix F	_____	Letter of commitment from subcontracting partner
Appendix G	_____	Applicant court budget form
	_____	Subcontractor budget forms
Appendix H	_____	Certification and assurances information (these forms need to be downloaded from the CFCC Web site)
Appendix I	_____	Confirmation of participation—applicants’ workshop
Appendix J	_____	Letter of Intent
Appendix K	_____	Letter of No Supplantation
	_____	Nonprofit subcontracting list
	_____	1. Federal employer identification numbers (FEINs)
	_____	2. Contact persons, telephone numbers, and e-mail addresses
	_____	3. Proof of nonprofit status and mission statement of the agency

## **APPENDIX B**

### **CALIFORNIA ACCESS TO VISITATION PROPOSAL/GRANT APPLICATION**

<p><b>IN RESPONSE TO REQUEST FOR PROPOSALS (RFP)</b> <i>Fiscal Years 2003–2004 and 2004–2005</i></p>
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**Due: Friday, June 27, 2003, 5 p.m.**

*No applications will be accepted by fax.*

Judicial Council of California  
Administrative Office of the Courts  
Center for Families, Children & the Courts  
Attn: Shelly Danridge, Access to Visitation Grant Coordinator  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, California 94102  
E-mail: [shelly.danridge@jud.ca.gov](mailto:shelly.danridge@jud.ca.gov)

*Please submit one original and two copies of application  
and  
five copies of the proposal narrative section only (Appendix B)*

**Judicial Council of California**  
**ADMINISTRATIVE OFFICE OF THE COURTS**  
**[Access to Visitation Grant Program]**  
**FY 2003–2004 and 2004–2005**  
**Grant Application Cover Page**

<b>1. Name of Applicant Court:</b>		<b>3. Project Director</b> <i>(the direct contact person for the grant):</i>  Name: Organization: Address: City, state, zip code: Telephone number: Fax number: E-mail:	
<b>2. Contact Information for Collaboration Partner Courts/Subcontractors (if applicable)</b> <i>(provide the same contact information for each subcontractor/nonprofit agency as listed in 3)</i>		(Continuation of Project Director information)	
<b>4. Proposed Project Title:</b>			
<b>5. Type of program</b> — <i>(check the description that best reflects your program):</i>  <input type="checkbox"/> Single program with single site (not a collaboration/partnership) <input type="checkbox"/> Single program with multiple sites (not a collaboration/partnership) <input type="checkbox"/> Part of a comprehensive collaboration <input type="checkbox"/> Multisite, multicounty collaboration program  <b>Service priority areas</b> — <i>(check all those that apply to proposed program):</i>  <input type="checkbox"/> Supervised visitation and exchange services <input type="checkbox"/> Parent education <input type="checkbox"/> Group counseling			
<b>6. Proposed Project:</b>		<b>7 Budget:</b>	
Start Date	End Date	AOC Request:	
		Applicant Match:	
		Total Project Cost:	
<b>8. Signature:</b>			
Name of Authorized Signatory		Title	Phone Number
Signature			Date Signed
<b>AOC DATE STAMP, TIME OF RECEIPT:</b>			



# PROPOSAL NARRATIVE

## Program Abstract (not to exceed one page)

Provide a clear, concise, summary description of the proposed project that includes program goals and objectives, desired outcome results, and how the program will support and facilitate noncustodial parents' access to and visitation of their children. The abstract will not be scored. The program abstract should be inserted as the first page of the proposal narrative.

### 1. Need for the project (not to exceed one page): 10 points

Using the 2000 U.S. Census and any other relevant data, describe the need in your county for the proposed program. What are the consequences of having limited or no services?

### 2. Availability of services to a broad population (not to exceed one page exclusive of chart): 10 points

- (a) List each site and location in the project and indicate the number of clients who use each service at that site annually.

<i>Site and County</i>	<i>Supervised Visitation and Exchange Services</i>	<i>Parent Education</i>	<i>Group Counseling</i>

- (b) Describe your approach or proposed plan for implementing effective service delivery for families with language and diversity barriers.

### 3. Collaboration and coordination with other community services (not to exceed two pages): 15 points

- Describe how your program currently is or plans to be coordinated and integrated with existing court-based programs.
- List the specific public and private agencies and community advocacy groups your program coordinates with and describe what you do to collaborate and coordinate your efforts and maintain linkages with these agencies.
- State whether your county is providing services related to the other priority service areas that you are not requesting funding for under this grant (for example, you are applying for supervised visitation funds, but you have a parent education program through the courts or outside of the court). List these county program services.

### 4. Ability to expand and enhance existing services (not to exceed two pages): 15 points

**Continuing programs:** Describe your program's funding development efforts for fiscal year 2002–2003. What were the results of these efforts? What obstacles or barriers have prevented expansion or enhancement?

**All programs:** Describe your program's funding development plan for fiscal years 2003–2004 and 2004–2005. Describe your strategy for continuing project activities after federal access to visitation grant assistance has ceased. Include a discussion for pooling and securing resources with other agencies. Address if you received Access to Visitation funds and whether you spent your full grant allocation? If not, please explain why not.

**5. Program service delivery (not to exceed six pages exclusive of charts): 25 points**

(a) Describe how the court/agencies will deliver supervised visitation and exchange services, parent education, and/or group counseling services. This description should include information on:

- ☐ Types of families to be served by the grant;
- ☐ Safety and security procedures that assure the health, safety, and welfare of the children and adults during visitation;
- ☐ Sliding-scale fees and how these fees were determined;
- ☐ Screening and intake procedures for assessing the degree of risk for each case;
- ☐ Protocols or guidelines for handling cases in which there are allegations of domestic violence or child abuse;
- ☐ Confidentiality procedures;
- ☐ Referral process, including procedures for referring parties back to court;
- ☐ Staff qualifications and training;
- ☐ Plan to build and foster safe and healthy parent-and-child relationships; and
- ☐ Cost benefits to the courts and families for implementing the program.

**Applicants must specifically describe specific policies and procedures and not merely reference the Uniform Standards of Practice for Providers of Supervised Visitation.**

**Program Service Delivery (please complete the chart)**

<b>Program Services</b>	<b>Days and Times Services Are Offered</b>	<b>Number of Proposed Direct Service Hours</b>	<b>Time Devoted to Each Session</b>	<b>Anticipated Number of Families to Be Served</b>
<b>Example:</b> One-on-one supervision	XYZ nonprofit: Monday–Thursday, 12–8 p.m. Saturday, 9–5 p.m.	<b>FY 2003–2004:</b> 1,200 <b>FY 2004–2005:</b> 1, 200	2 hours	<b>FY 2003–2004:</b> 120 <b>FY 2004–2005:</b> 120
Parent education	Wednesday, 6–7:30 p.m.	10 weeks—150 hours	1.5 hour	<b>FY 2003–2004:</b> 35 <b>FY 2004–2005:</b> 35
One-on-one supervision				
Therapeutic supervision				
Multiple-family group supervision				
Exchange services				
Parent education				
Group counseling				

(b) Describe and explain the estimated costs for program operations (for example, what does \$65 an hour pay for—intake, client interviews, orientation, administration, etc.) Identify what other ancillary services are being provided that have costs with them and which components are essential to delivering minimum quality services.

**Program Service Costs (please complete the chart)**

Program Services	Sliding-Scale Fees for Clients	*Estimated Cost to Provide Services If Not Subsidized by This Grant (A)	Amount to Be Subsidized by Grant (B)	Remaining Cost Paid by Clients (A-B)
<b>Example:</b> One-on-one supervision	\$0 to \$35 per hour	\$65 per hour	\$55 to \$60 per hour	\$5 to \$10 per hour
One-on-one supervision				
Therapeutic supervision				
Multiple-family group supervision				
Exchange services				
Parent education				
Group counseling				

**6. Program evaluation and outcome measures (not to exceed two pages): 15 points**

**Client Feedback:**

**Continuing programs:** Describe the steps your program took to solicit client feedback in fiscal year 2002–2003. Summarize this feedback, including the questions asked, number and profile of clients providing feedback, and results. What changes in your program resulted from this feedback?

**All programs:** Describe your program’s plan for gathering client feedback in fiscal years 2003–2004 and 2004–2005. What will you seek feedback about? How will you gather feedback? Please be specific.

Person responsible for completing this client feedback plan:

**Program Evaluation:**

**Continuing programs:** Describe other steps your program took in fiscal year 2002–2003 to evaluate your program performance. Summarize the results, describing the program objectives that were measured and the methods used to gather the information. What changes in your program resulted from this information?

**All programs:** Describe your program’s plan for evaluating program performance in fiscal years 2003–2004 and 2004–2005. Specify the outcomes you will track and the way you will measure them. Please be specific.

Person responsible for completing this program evaluation plan:

## **7. Budget and budget narrative: 10 points**

Please complete all applicable budget forms (Appendix F). **Include a budget narrative for the applicant court and each subcontracting agency.** Explain the proposed use of the Judicial Council grant funds and matching funds. Your explanation should provide sufficient detail to justify the total amount budgeted in each category and should correspond directly to the expenses outlined on your budget form (Appendix F). The program budget must be complete and reasonable, must link to the proposed program activities, and must specify how the amounts for each budget item were determined.

## APPENDIX C

### COMPLIANCE STATEMENT: UNIFORM STANDARDS OF PRACTICE FOR PROVIDERS OF SUPERVISED VISITATION

Applicant Court: \_\_\_\_\_

Supervised Visitation Provider: \_\_\_\_\_

**This statement must be signed by each subcontractor /agency provider. All attachments pertaining to the program's policies and procedures must be on the agency's letterhead.**  
Please collate the description narratives and materials alphabetically.

	Yes	No	N/A
A. Does the professional provider of supervised visitation meet the qualifications stated in the Uniform Standards of Practice for Providers of Supervised Visitation (Cal. Standards Jud. Admin., § 26.2)?	_____	_____	_____
B. Does the therapeutic provider of supervised visitation meet the qualification stated in the standards of practice—that is, is he or she a licensed mental health professional? <b>Please attach the provider's résumé or job description.</b>	_____	_____	_____
C. Are clients provided with materials on the role of the provider, the terms and conditions of supervised visitation, and the legal responsibilities and obligations of a provider? <b>Please attach the materials.</b>	_____	_____	_____
D. Are professional and therapeutic providers given regular trainings? <b>Attach training curricula.</b>	_____	_____	_____
E. Does the supervised visitation center have a written protocol, developed with the assistance of the local law enforcement agency, that describes the emergency assistance that can be expected from the local police or sheriff's department? <b>Attach the written protocol.</b>	_____	_____	_____
F. Do the professional and therapeutic providers inform the clients of security procedures with a written protocol prior to the beginning of supervised visitation? <b>Attach the written security protocol.</b>	_____	_____	_____
G. Does the supervised visitation center conduct a comprehensive intake and screening to assess the nature and degree of risk for each case, including the following?	_____	_____	_____
▪ Conduct separate interviews with the parties before the first visit.			
▪ During each interview, obtain identifying information and explain the reasons for temporary suspension or termination of a visit.			
▪ Include the child in the intake or orientation process if he or she is of sufficient age and capacity. Is the discussion with the child appropriate to the child's developmental stage? <b>Please attach the intake forms.</b>			
H. Does the provider obtain the following during the intake process?	_____	_____	_____
▪ Copies of any protective order, current court order, or Judicial Council form			

- related to a supervised visitation order;
  - A report of any written records of allegations of domestic violence or abuse; and
  - Information about the child's chronic health condition or health needs.
  
- I. Does the provider have an established written procedure to follow in the event a child is abducted during supervised visitation? **Please attach the written procedure.** \_\_\_\_\_
  
- J. Does the provider keep a record of the following for each case: \_\_\_\_\_
  - A written record of each contact and visit, including the date, time, and duration of the contact or visit;
  - Who attended the visit;
  - A summary of activities during the visit;
  - Actions taken by the provider—any interruptions or termination of a visit, and the reasons for the actions;
  - An account of critical incidents, including physical or verbal altercations and threats;
  - Violations of protective or court visitation orders;
  - Any failure to comply with the terms and conditions of the visitation; and
  - Any incidents of abuse.
  
- K. Are all contacts by the provider (in person, in writing, or by telephone) with either party, the children, the court, attorneys, mental health professionals, and referring agencies documented, dated, and signed by the person recording the entry in the case file? \_\_\_\_\_
  
- L. When a report is produced, does the provider send a copy to all parties, their attorneys, and the attorney for the child? **Attach agency report form(s).** \_\_\_\_\_
  
- M. Does the provider have a special procedure for sexual abuse cases, including the following? Does the program ensure that there is: \_\_\_\_\_
  - No exchanges of gifts, money, or cards and no photographing, audiotaping, or videotaping of the child;
  - No physical contact, whispering, passing notes, hand signals, or body signals with the child; and
  - No supervised visitation in the location where the alleged sexual abuse occurred.
  
- N. Does the provider have a written contracts informing each party of the terms and conditions of supervised visitation, for clients to sign before beginning the supervised visitation? **Attach a sample agreement.** (Please remove confidential information). \_\_\_\_\_
  
- O. Does the provider have adequate general and liability insurance for staff and parties using the services? **Provide cost and coverage amounts and name of insurance carrier.** \_\_\_\_\_
  
- P. Do you have a court-approved sliding-fee scale that is based on the ability to pay of all parties—including low-income families who can afford to pay only a small fee or no fee at all? **Please attach fee schedule.** \_\_\_\_\_

# APPENDIX D

## PROGRAM WORK PLAN

Administering Court: \_\_\_\_\_ Program Title: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Total Grant Request (include grant funds and matching funds): \$ \_\_\_\_\_

Start Date	Project Activity and Description of Task	Budget Category* and Cost	Scheduled Date of Completion	Anticipated Number of Families to Be Served	Number of Direct Service Hours Proposed
Quarter 1	1. 2. 3.				
Quarter 2					
Quarter 3					
Quarter 4					

\*These categories should match those filled out on the budget forms (Appendix F).